

Gifts Gazette



Volume 8 Issue 8

Brought to you by Gift Specialists Inc.

End of Summer

Summer fun is winding down and fall is sneaking up on us. The stores are full of crayons, backpacks and other back-to-school supplies. We hope you personally do not need crayons, but you might need to go back to "Appreciation School". The art of thank you notes and similar gestures are falling by the wayside, but we are here to help you study up and become a pro.

How to Write a Business Thank You Note

1. Type up the note using your letterhead. Avoid sending store-bought thank-you notes
2. Address the note to a particular person who has helped you or rendered a particular service or favor. Use their formal name and title on the address line.
3. Use a more informal greeting ("Dear Bob," "Dear Sally") if you are on a familiar basis with the person you are writing to. Otherwise, the greeting should reflect the person's formal name.
4. Explain who you are and what the note is about in the first few lines. Make a reference to the service or favor that has generated your thank-you note.
5. Use professional language throughout the note and a personal, breezy touch.
6. Keep the note as brief as possible while maintaining a tone of friendliness, especially if you are personally acquainted with the person.
7. Enclose your business card if you do not have a prior relationship with the recipient of the note.



Some times you might want a grander gesture for a thank you. That is where we can help you. See page 2 for more on our Corporate Gifting Program.

Corporate Gift Baskets

We specialize in custom designing gifts for your company's exact needs and budget, making gift giving quick and easy.

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Reasons to Send a Corporate Gift

Thanks a Million Deluxe

A fantastic gift when you want show someone how much you appreciate them in a big way!

Our deluxe basket includes a grand array of gourmet snacks and treats like scrumptious cookies and candies, pistachios, peanuts, flavored popcorn, gourmet coffee and more, all wrapped up and decorated with a "Thanks a Million" theme.

This gift works great to thank your clients, or those who send you referrals. It is also makes a wonderful closing gift.



There are many reasons why you might want to send a business gift. Here are some of the most popular.

Great Job

You worked hard and achieved great results, keep it up.

Infant Arrival

Please don't forget about us after your little bundle arrives.

Feel Better Soon

Sorry you broke your leg fetching everyone's coffee.

Thank you

This should be completely self-explanatory.

Sympathy

We are sorry for your loss and are here for your support.

Happy Retirement

We are REALLY going to miss you ... a lot!

Oops, we messed up.

Let us show you that we can get it right next time around.

Personnel Addition or Anniversary

Welcome a new hire to the team, or celebrate their anniversary.

Someone just got hitched.

Wow, they actually said yes?

Yes, it spells Gift Shops, which reminds me to tell you that our email address is GiftShops@GiftSpecialistsInc.com. We would love to hear from you. Remember that we make custom gift baskets for your budget..

Online Only Special



Was ~~\$18.95~~

Now Only \$14.95

Take some time to smell the flowers and to surprise a gardener or plant lover with this useful garden tote and tea gift set.

Hurry while quantities last!

